

LEE COUNTY
POSITION ANNOUNCEMENT

POSITION: Emergency Management Specialist

STARTING SALARY AND GRADE: \$38,303 GRADE: 65

DESCRIPTION OF WORK:

Performs intermediate technical and administrative work assisting the Emergency Management Director with planning and preparing for potential natural or man-made disasters or emergencies, conducting and coordinating the assembly of data for report or grant submission, conducting program outreach into the community, and related work as apparent or assigned. Work is performed under the supervision of the Director of Emergency Services

MINIMUM EDUCATION AND EXPERIENCE:

Associate's degree in emergency management or related field, and progressively responsible experience in the emergency management field, including some supervisory experience; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

Hazardous Materials Operations Level Certification

Successful completion of the Fundamental Course for Radiological Monitoring within 12 months of employment.

Emergency management coordinator type IV within four (4) years.

Operations level in hazardous materials certification within one (1) year.

Valid driver's license in the State of North Carolina.

APPLICATION PROCESS:

Submit a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331-1968. Position will remain open until filled. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.** Please go to www.lee-county-nc.gov to apply on line.